

ROUTING AND TRANSMITTAL SLIP

Date

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. ADDA

2 JUN
1983

2. DDA

2 JUN 1983

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

See attached note to AD/O

DD/A REGISTRY**FILE:**

45-17

25X1

STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions**FROM:** (Name, org. symbol, Agency/Post)

Room No.—Bldg.

EO/DDA

Phone No.

ROUTING AND TRANSMITTAL SLIP

Date

2 June 1983

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. Acting Director of Logistics

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DDA 83-1425

Ed:

Please note that the DDA is charged with action on the attached and that he must keep the DCI advised and submit the required plan through him (DCI). The DDA requests that you submit your proposed plan for improved utilization for work space to him by 1 August so that we can have an opportunity to review and discuss.

John

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

EO/DDA
7D-18 Hqs.,

Phone No.

EXECUTIVE SECRETARIAT

Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR		X		
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/EEO				
14	D/Pers				
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA				
18	AO/DCI				
19	C/IPD/OIS				
20					
21					
22					
SUSPENSE		22 August			
		Date			

Remarks:

Please keep DCI advised as appropriate and submit plan through him.

Executive Secretary
1 June 1983

Date

CABINET AFFAIRS STAFFING MEMORANDUM

DD/A Registry

83-1425

May 31, 1983

NUMBER: 073382CA

DUE BY: --

CT: Presidential Initiative for Government Work Space Management
Reforms

	ACTION	FYI		ACTION	FYI
ALL CABINET MEMBERS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Baker	<input type="checkbox"/>	<input type="checkbox"/>
Vice President	<input type="checkbox"/>	<input type="checkbox"/>	Deaver	<input type="checkbox"/>	<input type="checkbox"/>
State	<input type="checkbox"/>	<input type="checkbox"/>	Clark	<input type="checkbox"/>	<input type="checkbox"/>
Treasury	<input type="checkbox"/>	<input type="checkbox"/>	Darman (For WH Staffing)	<input type="checkbox"/>	<input type="checkbox"/>
Defense	<input type="checkbox"/>	<input type="checkbox"/>	Harper	<input type="checkbox"/>	<input type="checkbox"/>
Attorney General	<input type="checkbox"/>	<input type="checkbox"/>	Jenkins	<input type="checkbox"/>	<input type="checkbox"/>
Interior	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Agriculture	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Commerce	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Labor	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
HHS	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
HUD	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Transportation	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Energy	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Education	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Counsellor	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
OMB	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
CIA	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
UN	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
USTR	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
CEA	<input type="checkbox"/>	<input type="checkbox"/>	CCCT/Gunn	<input type="checkbox"/>	<input type="checkbox"/>
CEQ	<input type="checkbox"/>	<input type="checkbox"/>	CCEA/Porter	<input type="checkbox"/>	<input type="checkbox"/>
OSTP	<input type="checkbox"/>	<input type="checkbox"/>	CCFA/Boggs	<input type="checkbox"/>	<input type="checkbox"/>
Selected Depts/Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CCHR/Carleson	<input type="checkbox"/>	<input type="checkbox"/>
			CCLP/Uhlmann	<input type="checkbox"/>	<input type="checkbox"/>
			CCMA/Bledsoe	<input type="checkbox"/>	<input type="checkbox"/>
			CCNRE/Boggs	<input type="checkbox"/>	<input type="checkbox"/>

MARKS: Please see attached.

TO: SECRETARY WEINBERGER
ATTN: Lt Col Higgins/
B. Grim (695-6064)

TO: SECRETARY SHULTZ
ATTN: Tain Tompkins/
S. Lopez (632-5804)

TO: DIRECTOR CASEY
ATTN: STAT

TO: AMBASSADOR KIRKPATRICK
ATTN: J. Tillman (632-8344)

TO: DIRECTOR M. Peter McPherson (632-9620)

RN TO: ☒ Craig L. Fuller
Assistant to the President
for Cabinet Affairs
456-2823

☐ Becky Norton Dunlop
Director, Office of
Cabinet Affairs
456-2800



THE WHITE HOUSE

WASHINGTON

May 31, 1983

Executive Registry
83-287DD/A Registry
83-1425

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

FROM: EDWIN M. MEECE
COUNSELLOR TO THE PRESIDENTSUBJECT: Presidential Initiative for Government
Work Space Management Reforms

With the attached Executive Order, the President has initiated fundamental reforms in the way the Executive Branch manages property. These changes can result in savings to the American taxpayer of more than \$1.8 billion per year.

Although long-term savings are significant, we must take action to assure immediate cost reductions. The President requests that you achieve the following objectives:

1. By August 31, 1983, submit a plan for improved utilization for all work space directly controlled by your agency.
2. By September 30, 1984, implement the above plans so that your agency's total work space inventory is reduced by ten percent. This includes all types of work space -- office, storage, and special purpose.
3. In addition to the overall work space reduction, ensure that your office space is reduced commensurate with the percentage of any personnel reduction experienced by your agency since October 1, 1980.

The Administrator of the General Services Administration will coordinate this cost reduction initiative, issue more detailed guidance, provide technical assistance, and report agency progress to the Cabinet Council on Management and Administration.

Many people believe that the Federal Government cannot move quickly to accomplish a task of this magnitude. We know it can be done if we concentrate on making it happen. I look forward to each agency's achievement of these objectives.

Please direct any questions regarding the Executive Order, or these objectives, to Gerald P. Carmen, Administrator, General Services Administration.

EXECUTIVE ORDER

GOVERNMENT WORK SPACE MANAGEMENT REFORMS

By the authority vested in me as President by the Constitution and laws of the United States of America, including Section 486 of Title 40 of the United States Code, in order to institute fundamental changes in the manner in which Federal work space is managed to ensure its efficient utilization, it is hereby ordered as follows:

Section 1. In order to make the Federal use of work space (including office space, warehouses and special purpose space, whether federally owned, leased or controlled) and related furnishings more effective in support of agency missions, minimize the acquisition of government resources, and reduce the administrative costs of the Federal government, the heads of all Federal Executive agencies shall:

(a) Establish programs to reduce the amount of work space, used or held, to that amount which is essential for known agency missions;

(b) Produce and maintain a total inventory of work space and related furnishings and declare excess to the Administrator of General Services all such holdings that are not necessary to satisfy existing or known and verified planned programs;

(c) Ensure that the amount of office space used by each employee of the agency, or others using agency-controlled space, is held to the minimum necessary to accomplish the task that must be performed;

(d) Manage the furniture, equipment, decoration, drapes, carpeting, plants and other accoutrements so that the use of all furnishings by the agency reflects a judicious employment of public moneys;

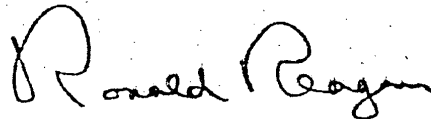
(e) Consider, in making decisions concerning the use, acquisition, or disposal of work space and related furnishings, the effects of its actions on costs incurred by other Federal agencies;

(f) Report all vacant work space retained for future Federal uses to the Administrator of General Services so that it may be made available for the temporary use of other Federal agencies, to the extent consistent with national defense requirements;

(g) Establish a work space management plan to meet the provisions of this Order, including specification of the goals to be achieved and actions to be taken by the agency in order to improve its utilization of all work space and related furnishings; and

(h) Establish information systems, implement inventory controls and conduct surveys, in accordance with procedures established by the Administrator of General Services, so that a government-wide reporting system may be developed.

Sec. 2. The Administrator of General Services is delegated authority, to the extent not prohibited by other laws, to conduct surveys, establish agency-wide objectives for work space use for each Executive agency, and establish procedures, guidelines and regulations to be followed by the agencies in developing the work space planning, information and reporting systems required by this Order.



THE WHITE HOUSE,

March 29, 1983.

WASHFAX RECEIPT

THE WHITE HOUSE

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JUN 1 11 54 AM '83

MESSAGE NO. 244 CLASSIFICATION UNCLASSIFIED PAGES 4
 FROM Craig L. Fuller X2823 GF/WW
 (NAME) (EXTENSION) (ROOM NUMBER)

MESSAGE DESCRIPTION Pres. Initiative for Government Work Space *****THIS IS
A CORRECTED COPY FROM ONE DATED 311626 WHITE HOUSE NUMBER 240*****

(AGENCY)	DELIVER TO:	DEPT/ROOM NO.	EXTENSION
BRAVO	SEC. SHULTZ ATTN LOPEZ/TOMPRINS		632-5804
BRAVO	AMB KIRKPATRICK ATTN TILLMAN		632-8344
ALPHA	DIR CASEY <input type="text"/>		<input type="text"/>
DELTA	SEC. WEINBERGER ATTN HIGGINS		695-6064

25X1
20X1

MARKS: PLEASE NOTE CORRECTED COPY FROM ONE PREVIOUSLY SENT